

Behind the Scenes



A Parent Guidebook

R.J. Kinsella Magnet School of Performing Arts
65 Van Block Avenue
Hartford, CT 06106
2011-2012

Dear Kinsella Parents and Families:

We applaud your choice to have your child or children become part of our exciting, dedicated, creative and energetic Richard J. Kinsella Magnet School of Performing Arts family. As part of your welcome and to begin our new year, we have created a student handbook which we believe will help you understand the expectations of our students and families to help ensure success and growth. Please read and review it with your child.

The staff at KMSPA is ready and willing to provide all the facilities and opportunities for your child's creative educational and performing arts growth. Please join us as we continue our journey this year in our new setting, your student's continued expected education and artistic growth builds upon strong family and school commitments which then creates an exciting, eventful, successful journey!

Again, welcome and we look forward to your involvement and commitment to your child and their academic growth. Our doors are always open. Come, join us and grow and show your gifts!

Sincerely,

Pamela Totten-Alvarado
Principal

On behalf of the entire Richard J. Kinsella Magnet School of Performing Arts staff

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Who's Who?

Principal:	Pamela Totten-Alvarado
Resident Principal:	Carolyn Potoff
Dean of Students:	Donna Campbell
Magnet Theme Specialist:	Dr. Tracy Saperstein
Magnet Theme Coordinator:	Eddie Duran
Head Custodian:	Paul Patane
Office Staff:	Nancy Martinez, Veronica Vail, Michelle Campbell
Accounting Specialist:	Josie Cotto
Comprehensive Student Intervention:	Kina Brooks
Social Worker:	Brunilda Figueroa-Richmond
Guidance Counselor:	Dr. Sean Rivers
Literacy Coach:	Maria Van Norstrand
Reading Teachers:	Laura Fair, Carol Hanley
ESL:	Maria Keath
Speech and Language:	Meghan Callaghan
Technology Specialist:	Joel Nieves
Technology Teacher:	Beth Penney
Nurse:	Donna Gale
PreKindergarten:	Mrs. Baker, Mrs. Lewis, Mrs. Fedorchick Ms. Davis, Ms. Mejia
Kindergarten:	Mrs. Grimaldi, Miss Pappas, Mr. Sailer
1 st Grade:	Mrs. D'Alessandro, Mrs. Gray, Mrs. Joyce
2 nd Grade:	Mrs. Andrusia, Ms. Bavaro, Mrs. Hickey
3 rd Grade:	Mrs. Bendezu, Mrs. Hayes, Mrs. Reitze, Mrs. Shimkus
4 th Grade:	Mrs. DiMattio, Mrs. Dinnald, Mrs. Kozlowski
5 th Grade:	Mrs. Bernabucci, Mr. Geer, Mrs. Hicinbothem
6 th Grade:	Mrs. Ball, Miss Noonan, Miss Opton
7 th Grade Literacy:	Mr. Stohl
7 th /8 th Grade Team Leader &	
8 th Grade Literacy:	Mrs. Tocionis
7 th /8 th Grade Social Studies:	Mrs. Blair
7 th /8 th Grade Spanish:	Mr. Rader
7 th /8 th Grade Math:	Mrs. Carrillo
7 th /8 th Grade Science:	Mr. Botting
Support Facilitators:	(PreK-2) Mrs. Keegan-Ward, (Grades 3/4) Mrs. Kessler (Grades 5/6) Mr. Rivera, (Grades 7/8) Mrs. Tuninsky Mrs. Cotto, Mrs. Gonzalez, Mrs. Harris, Mrs. Menard, Mrs. Moquete, Mrs. Murak, Miss Wilson, Mrs. Wynkoop
Adult Support:	
Stagecraft:	Mrs. Inis, Mrs. Tavares
Drama:	Miss Nario, Miss Wanieski
Dance:	Miss Howe, Mrs. Russo
Vocal:	Mr. Vece
Instrumental:	Ms. Hanjian, Mrs. Kroqi
Strings:	Mrs. Fredrickson, Dr. Thurman
Media:	Ms. Kosproski
Theater Technician:	Mr. D'Angelo
SPO:	Mr. Martinez, Mr. Alexandre

Welcome to the Richard J. Kinsella Magnet School of Performing Arts!

So, your child has been accepted... you've completed your registration packet... you've attended at least one Open House event...now what? Now it is time to learn about the many details that will help make your child's learning environment a positive and productive one!

Mission Statement

At the Richard J. Kinsella Magnet School of Performing Arts, we view each child as a competent and resourceful problem solver who possesses inherent creative potential. Our mission is to provide each child with an enriched educational environment, which fosters artistic, independent and critical thinking through Performing Arts training and integrated instruction. We are committed to celebrating student, staff, and community diversity while promoting life long learning, love of the Arts and developing persons of commendable character.

We provide all students the opportunity to develop their skills through the performing arts. Preschoolers and kindergarten students utilize Reggio Emilia guiding principles. Make the transition into the upper grades, learning continues through the integration of the performing arts in content areas. All students can experience playing a musical instrument, creation through stagecraft arts, and content learning via drama, dance, and movement. This process fosters student problem solving and critical thinking skills, and encourages individual learning so students arrive at conclusions independently.

School Hours

Regular Day: 7:45-3:15

Friday: 7:45-2:15

PreKindergarten: Monday-Friday: 7:30-5:00

Early Release: 11:15

Buses begin to arrive by 7:15. A healthy breakfast is provided to all students beginning at 7:15. All students are encouraged to eat breakfast before school either at home or in the cafeteria.

At the end of the day, bus transportation will be provided at 3:15 for students in Kindergarten-Grade 8.

Please note: If you are picking up your child and you are 'running late', your child will be brought to the main office. There will be a \$5.00 per every 5 minute late fee. So, if you are 15 minutes late, you will be charged \$15.00. If this becomes a recurrent problem, your child will be brought to the Jennings Road Police Station and DCF will be notified.

Sometimes school is delayed or released early due to inclement weather. Please note the times below and **PLEASE** listen to your local TV/radio station (ABC, NBC, CBS) for information. You can also call the Hartford Board of Education Snow Line at **860-695-SNOW** or check the Kinsella website at <http://www.kmspa.org> for information about

late openings or early closings. Connect Ed phone calls also go out to all our families to inform you of school events, closings and updates.

1 Hour Delay: 8:45-2:15: (Extended Day 3:15) Breakfast begins at 8:15.

90 Minute Delay: 9:15-2:15: (Extended Day 3:15) Breakfast begins at 8:45.

2 Hour Delay: 9:45-2:15: (Extended Day 3:15) Breakfast begins at 9:15.

Early Release: 11:15. Lunch will be provided on early release days.

Prekindergarten hours: 7:30-5:00 p.m. (However, please follow the delayed opening schedule appropriately.)

Late Passes

Any student arriving after 7:45 a.m. is considered late. Therefore, parents must accompany their child to either the main office or security to obtain a late pass. A student will not be allowed to enter their class without a late pass. Students who arrive late due to a delay in the bus route must get a late pass, but will not be marked late. Students with excessive tardiness will need to meet with their parents and the administration to determine next steps (see parent/student compact).

Attendance Policy

According to Connecticut State law, "Each parent shall ensure child attend school regularly during the hours and terms of that school." To that end...

- Your child MUST maintain a minimum of 95% attendance including an absence or a tardy.
- NO unexcused absences.
- Upon a child's return from sickness, a note must be provided.
- Parent's must ALSO call the main office to report a child's absence by 7:45 a.m. The call does NOT replace a written excuse.

Student Emergency Card

Every child must have a completed, up-to-date emergency card on file. These cards will be sent home with your child the first day of school and MUST be completed and returned immediately.

Change of Address

Change of address forms are available from the main office. Before completing a change of address form, proof of residency needs to be provided to the school (mortgage statement, rental agreement, or a utility bill i.e. oil, electric or cable).

Transportation

Transportation is provided to students in grades K-8. (Transportation is **NOT** available to prekindergarten students.) Bus routes are developed by the Regional School Choice Office transportation department. If you need to make a permanent change to your child's bus route, you will need to come into our office and complete the appropriate form. Confirmation is usually available in 3-5 business days. Your child may **NOT** take their new bus until they have received confirmation.

Transportation is a privilege, not a right. Without exception, students **MUST** behave appropriately on the bus at all times. If a student does not adhere to this, they will lose their privilege to ride the bus and you will be responsible for transporting your child to and from school.

Parking

When parking at the school, please park in designated parking spaces. All cars parked illegally are subjected to towing at the owners expense. When dropping off or picking up your child, please do NOT park on the side of the building. Buses will be arriving and students will be loading and unloading the buses.

Visitors

Visitors and volunteers are highly encouraged at KMSPA, however you must sign in and obtain a pass from the security desk or the main office. You must wear the pass during your stay with us and return the pass before exiting the building.

Connect Ed

Connect ED is a phone messaging service throughout Hartford Public Schools. This service is used to notify you of emergency school closings, late openings, emergency early dismissals and unexpected transportation delays. Additionally, Connect Ed is utilized to communicate with the families regarding upcoming PTO meetings and school events. Your current phone number(s) need to be on file with the school to receive Connect Ed phone calls.

Daily Email Announcements

An email with 5 days of upcoming announcements is sent out daily. This email notes what "Day" it is according to our 6-Day rotating schedule as well as upcoming field trips, performances and notices from the school. Please make sure your current email is on file with the family resource aid to ensure receiving these emails.

Photo Release

Due to the nature of a performing arts magnet school, there will be many opportunities that your child will be photographed and video taped. All students must have a signed release on file at the school. These photographs and video tapes will only be used for school purposes.

Dress Code
(As a Delineated Hartford Public School Policy)
PLEASE READ BELOW FOR KMSPA SPECIFICS

Student Attire

1. Statement of Policy

It is the policy of the Hartford Board of Education to reasonably regulate the attire of students during the school day and during school-sponsored activities. To that end, all students in primary and secondary schools shall wear a school uniform. Further, in order to maintain an educational environment that is safe and conducive to the educational process, students in all grades shall abstain from wearing or possessing specified items during the school day.

2. Statement of Purpose

The Hartford Board of Education has determined that reasonable regulation of school attire can further important educational interests, including:

- a. Reducing distraction and loss of self-esteem caused by teasing or competition over clothing;
- b. Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school;
- c. Providing an environment where students can focus more on learning;
- d. Enhancing school safety by making it harder to conceal weapons or contraband;
- e. Enhancing school safety by helping teachers and administrators to identify individuals that are not enrolled in the school when they encounter them on school grounds;
- f. Enhancing school safety by prohibiting gang colors and paraphernalia;
- g. Reducing the cost of school clothing;
- h. Providing an educational environment where financial disparities between students, as reflected in clothing, are minimized;
- i. Creating a greater sense of community and school pride amongst the students;
- j. Instilling discipline in students;
- k. Helping students and parents to avoid peer pressure;
- l. Helping to prepare students for future roles in the professional workplace; and
- m. Creating an atmosphere reflecting seriousness of purpose about education.

3. Parental Responsibility

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regards to school attire. Parents/guardians should support the Board's efforts to create a level playing field for all students in Hartford and eliminate distractions, disruptions and safety concerns relating to student attire.

Parents/guardians should further support the Board's efforts to create a more serious educational environment that is conducive to learning and which helps to prepare Hartford's students for future success in the professional workplace.

4. Staff Responsibilities

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Attire Policy. All personnel, particularly teachers and administrators, are encouraged to model their school's uniform in their own attire.

5. Clothing and Items Prohibited for All Grades, PK-12

In order to maintain an environment that is safe and conducive to the educational process, the Board of Education prohibits the wear of following for all grades in the Hartford Public School System during regular school hours:

- a. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages, or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute "fighting words"; or attire or accessories that promote or signify gang affiliation.
- b. See-through clothing, clothing revealing bare midriffs, tank tops, halter tops, tube tops, undershirts or underpants worn as outer garments, clothing with plunging necklines (front or back), sleeveless shirts, exposed clothing made of spandex material, or clothing worn in such a manner as to expose undergarments.
- c. Bare feet, bedroom slippers, shower style flip-flops, roller blades, roller-skates, or footwear that mars floors, causes excessive noise, or creates a safety hazard.
- d. Head coverings of any kind, including but not limited to hats, caps, scarves, bandanas, curlers, masks, headbands, visors, kerchiefs, athletic sweatbands, earmuffs, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. However, approved coverings worn as part of a student's religious beliefs shall not be prohibited under this policy.
- e. Spiked or studded bracelets, oversized or multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached, "Name" or other oversized metal belt buckles, or any other items of clothing or jewelry that may present a safety hazard to the student, other students or staff.
- f. Coats, jackets, windbreakers, nylon pullovers, down vests, or other attire normally worn as outerwear. Such outerwear shall not be worn, carried or kept in the classroom during regular school hours. Outerwear must be secured in the student's locker before school starts.

- g. Sunglasses, headphones, or other electronic devices not prescribed for educational purposes, or goggles, whether worn or carried.
- h. Skirts, shorts, skorts, dresses, or jumpers that are shorter than four (4) inches above the knee.

6. Mandatory School Uniform for Elementary School Students

The following Uniform Policy is mandatory for all students in Hartford elementary schools:

a. Boys' Uniforms.

- (1) Individual schools may choose an authorized color scheme for shirts and pants. Shirts must have a collar and may be button down, polo or turtleneck. Shirts must be tucked in at all times. Sleeves may be long or short. No tee shirts may be worn. Pants or shorts may be dress or "docked" style and must be worn or belted at the waist.
- (2) Shoes or sneakers with socks. Laces on shoes or sneakers must be tied. Footwear may not mar floors, cause excessive noise, or create a safety hazard.
- (3) Individual schools may choose additional colors and styles for sweaters, blazers and vests.
- (4) Gym Day Attire: Students may wear sweats to school on scheduled gym day. Sweats must reflect the color(s) of the school uniform. Individual schools may choose authorized additional gym attire.
- (5) Backpacks and/or book bags are permitted, but shall not obstruct safe passage in the classroom or in the corridors.

b. Girls' Uniforms.

- (1) Individual schools may choose an authorized color scheme for blouses, jumpers, skirts, pants or knee-length shorts. Blouses must have a collar and may be button down, polo or turtleneck. Blouses must be tucked in at all times. Sleeves may be long or short. No tee shirts may be worn. If pants are worn, they must be "dress" or "docked" style and must be worn or belted at the waist.
- (2) Shoes or sneakers with socks or tights. Laces on shoes or sneakers must be tied. Footwear may not mar floors, cause excessive noise, or create a safety hazard.
- (3) Individual schools may choose additional colors and styles for sweaters, blazers and vests.

- (4) Gym Day Attire: Students may wear sweats to school on scheduled gym day. Sweats must reflect the color of the school uniform. Individual schools may choose authorized additional gym attire.
 - (5) Backpacks and/or book bags are permitted, but shall not obstruct safe passage in the classroom or in the corridors.
- c. Compliance.
- (1) All students are required to adhere to their school's uniform and shall not be admitted to class out of uniform. Schools should maintain a supply of uniforms which students may borrow to enable all students to attend class.

KMSPA School Dress Code

The Hartford Board of Education Policy is outlined above. The following is what is required of the students at KMSPA:

- Boys: Khaki Pants, Navy Blue Collared Shirts, NO SHORTS
- Girls: Khaki Pants, Skirts or Skorts (down to the knee), Blue Collared Shirts, **NO CAPRI'S or SHORTS**
- Facial piercings of noses, eyebrows, and lips need to be removed.

Order forms for embroidered school uniforms are available. Although the embroidery style is not mandatory, the **SCHOOL DRESS CODE IS MANDATORY.**

Dance Clothes Requirements

Students in Grades 5-8 are REQUIRED to change for dance

Boys are required to wear:

1. A white fitted T-shirt or white thick strapped tank top.
2. Black sweat pants with elastic bottoms or black dance pants.
3. Black slip on or tie up jazz shoes (not sneakers)

Girls are required to wear:

1. A white fitted T-shirt, white thick strapped tank top, or black leotard.
2. Black sweat pants with elastic bottoms or black dance pants.
3. Black slip on or tie up jazz shoes (not sneakers)

Shirts and pants with logos or writing will not be allowed in class.

Places that you can buy dance shoes or dance clothes:

Best online store: (cheapest)

Discount Dance Supply: www.discountdancesupply.com

Dance Stores in Connecticut:

Discount Dancingly Yours: 125 East Street Plainville, CT 06062 (860) 793-1077

Dance Village: 171 Spencer Street #7, Manchester, CT (860) 645-6606

Dancer's Closet: 401 Silas Deane Highway, Wethersfield, CT (860) 436-3552

Dancer's Image, LLC : 1027 Farmington Avenue, Farmington, CT (860) 679-0406

Personal Belongings

Each prekindergarten student is assigned a labeled cubby for all of their personal belongings. Please label all your child's belongs.

Students in kindergarten-5th grade will each have a hook in their classroom for their coats and backpacks.

Students in grades 6-8 will leave their coats in their lockers; however, they will carry their backpacks to each of their classes.

Grade 6-8 student cell phones are locked in lockers each morning and remain there throughout the day.

Schedules

This might look confusing, but the students understand it quickly and it works quite well for our program.

Students in grades K-4 follow a six day rotating schedule (Days 1-6). During those six days, they participate for 45 minutes in Stagecraft, Media, Drama, and Vocal. They will have two 45-minute periods of Dance.

Students in grades 5-6 also follow a 6 day rotating schedule, however they choose two, 2-day concentrations in addition to dance (45 minutes each).

Students in grade 7-8 also follow a 6 day rotating schedule, however they choose a major for 4 days and a minor for 4 days (90 minutes each).

Students in grades 7-8 not only follow the 6 day schedule, but additionally, they have block scheduling based on an A-B schedule for their academic content areas.

Passes

What is a pass? A pass is a permission note written by a staff member allowing students to pass through the hallways. At all times, each student needs a pass to be out of their classroom. If a student does not have a pass, there will be a consequence. If a student is meeting with a teacher before or after school, it is their responsibility to get a pass. No student will be permitted to walk in the halls without a pass.

Cell Phone/Electronic Devices (As a Delineated Hartford Public School Policy)

Background:

Connecticut Public Act (PA 96-108) requires that schools ban remotely activated paging devices unless there is written permission from the principal, and gives schools the authority to restrict student possession or use of cell phones in school. Hartford Public Schools has a specific policy, (#51.38.3) which was adopted in September 1999 and revised in November 2005 prohibiting the use of remotely activated paging devices. This policy emanates from the Safe Schools Act and is aimed at preventing drug exchanges and sales at school.

Hartford Public Schools also has a policy (#5131, section 24) which prohibits the possession and/or use of a cell phone, radio, walkman, beeper, walkie-talkie or other similar electronic device on school grounds or at school sponsored events. This policy would now include electronic devices such as iPods and iPhones. This policy is aimed at maintaining school order, protecting personal property and preventing disruptions to the instructional process.

Since cell phone use by students, as well as the use of other electronic devices, has become so common place in our society today, it has been recommended that a new policy that focuses on cell phone use be developed.

Proposed Policy:

The Hartford Board of Education recognizes that many students at all grade levels possess and bring cell phones, and other electronic devices, to school. These devices may include an iPod, iPhone, walkman, and other similar devices. It is recognized that parents may provide a cell phone to a student for safety or medical reasons. In consideration of the availability of electronic devices in our society, the Board will allow the possession of cell phones and other electronic devices at school, and school sponsored events, as follows:

Grades K-5

Cell phones are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school day. Other electronic devices are not permitted on school grounds or at school sponsored events.

Grades 6-12

Cell phones and other electronic devices are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school day. They are locked in their lockers each morning PRIOR to homeroom.

Consequences:

If a student violates this policy by using or displaying a cell phone or other electronic device in school during the school day, the consequences will be as follows:

1st Offense: Electronic device is confiscated by the administration until the end of the school day. Student will be given a warning.

2nd Offense: Electronic device is confiscated by the administration until a parent conference is held and the electronic device is returned to the parent. Student may receive a detention or other age-appropriate consequence.

3rd Offense: Electronic device is confiscated by administration until the end of the school year. A parent conference will be held. Student may be suspended or have other age-appropriate consequence administered.

Policy adopted: May 19, 2009

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Guidance Office

The guidance counselor primarily works with students in grades 6-8; however guidance is available for all students in the building. Students in grades 6-8 may use guidance to help with a scheduling issue, peer relations, applying for high school, or general support. Guidance is available before or after school as well as during the day if the student has the appropriate pass. Ultimately, the guidance counselor wants to help the student have a productive and enriching 7th-8th grade experience. In addition, we have both a social worker and school psychologist available to help your child if necessary. Please see the directory for further information.

School Health Policies

Students should not be at school when they are sick. **If children have a fever over 99 degrees they should stay home.** Children should be fever free for 24 hours before returning to school. The school nurse will send children home if they develop a fever at school, throw up, have a spreading rash, head lice are detected, or they are in pain. A child who is contagious or has a bacterial infection must be on antibiotics for 24 hours before returning to school, assuming the child is feeling better.

The school is not permitted to administer any medications unless parents/guardians have completed proper permission forms provided by the nurse. **All medications, including “over-the-counter” (i.e. non-aspirin preparations) is given only with written authorization of the parent and physician, physician’s assistant, or dentist.** Medication must be delivered and dispensed in the original container, clearly labeled with the name of the student, physician, and medication with directions for dosage and date of original prescription. All medication must be delivered to the school nurse by the parent or other designated adult. Students are never allowed to carry medications without written medical authorization.

Health and Immunization Forms

All students **MUST** have current health forms on file at the school. New students will not be permitted to register for school until the school nurse receives a complete immunization record. This includes students entering kindergarten or registering for the first time from an out-of-district school.

Media Center

Centrally located is the library/media center. Students are encouraged to use the library for both leisure reading as well as for research. If a student can't find a title or the necessary information for their research at the school library, they are welcome to utilize the Hartford Public Library.

Technology

(As a Delineated Hartford Public School Policy)

Student Use of District Computer Systems and Internet Safety

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses.

The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

The Administration shall develop regulations setting forth procedures to be used in an effort to ensure that such computer systems are used by students solely for education related purposes.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:

- Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. 254(h)
- Conn. Gen. Stat. 53a-182b; 53a-183; 53a-250
- Electronic Communications Privacy Act, 18 U.S.C. 2510 through 2520
- No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. 6777
- Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47

U.S.C. 254(h)(5)(B)(iii).

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy revised: May 19, 2009

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Computers

All students have access to the rolling computer labs. Classroom teachers reserve these labs based on their daily schedule and work with the students to reinforce basic computer knowledge such as keyboard instruction and internet usage. Any inappropriate use of the internet will result in a loss of computer privilege for your child. All students along with their parents will need to complete a contract for computer use.

SmartBoards

SmartBoards are located in all prek-grade 8 classrooms, as well as in the performing arts locations. Teachers are receiving constant professional development and support to utilize this first class technology in the classroom to aid in interactive lesson delivery. Students will be using SmartBoards daily. Any student misusing this equipment will receive appropriate disciplinary action.

All parents/guardians are required to sign the “*Student Use of the District Computer System Student, Parent, and Teacher Agreement Form*” before using the school computers.

Lunch

A balanced nutritional lunch is available to all students. A free and reduced lunch application is available based on need. Depending on the school schedule, some teachers have a snack during the day with their students. Classroom teachers will provide that information at the beginning of the school year, and the students are responsible for bringing in their own snack. Gum, candy, and sunflower seeds are **NOT** allowed in the school building.

Parent Pick Up

Parents who choose to pick up their children at 3:15 p.m. will need to enter through the side door to sign their children out. NO parent is to go directly to their child’s classroom to pick up their child.

Enrichment

All students will have exposure to additional arts enrichment provided by community artists. Students who are on or above grade level will participate Monday-Thursday. Students who need additional academic support will participate two days per week, utilizing the other two days for additional academic support.

Report Cards

Two formal report cards are distributed during the year coinciding with the two semesters. Parent/Teacher conferences will be held along with report card distribution. There will be an additional parent/teacher conference at the beginning of the year to set goals for the students. Additionally, progress reports will be issued mid way through each semester. Staff is always available for conferences if necessary. Please see your child’s teacher for a formal conference.

School Governance Team (As a Delineated Hartford Public School Policy)

Purpose

Consistent with its adopted theory of action and commitment to create and maintain a system of high-performing, distinctive schools of choice, the Board of Education will authorize the formation of school-based governance councils to guide the development of its schools. The Board believes that the success of the school and the students it serves is the shared responsibility of school staff, parents or legal guardians and community members.

Definition

The School Governance Council (SGC) is the primary, local school decision-making body of a school devoted to achieve its mission and vision. Toward this end, the SGC will focus on the analysis of student achievement, development of improvement plans, allocation of resources and programmatic and operational changes which enhance the quality of the school and the achievement of its students.

Scope of Policy

This policy applies to Autonomous Schools as defined by the Board's Accountability Policy and School Performance Matrix.

- Schools earn autonomy by maintaining an Overall School Index (OSI) of student achievement in the Proficient, High Proficient or Goal range.
- New and redesigned schools are granted autonomy at inception and maintain autonomy by a 4% increase in their OSI each year until the Proficient level is reached.
- Schools which fall below the Proficient range do not have autonomy and are under District direction for intervention and/or redesign. Intervention schools shall form Advisory Councils to provide input to the principal and appropriate district intervention team. In Redesign schools, the Design Team shall perform the role of the Advisory Council and provide input to the Assistant Superintendent of School Design.

Magnet schools which have established Governance Councils through a Plan of Operation approved by the Connecticut State Department of Education may have varied council membership, but shall address the requirements of this policy as it pertains to Requirements, Roles and Responsibilities and Reporting and Oversight.

Alternatives to the subsequent sections of Membership and Selection and Term of Members (the "Participation Norms" of SGCs) may be separately drafted by Principals of schools in the Goal range in consultation with their respective parent organizations. These alternative Participation Norms must be submitted for approval to the appropriate Assistant Superintendent prior to implementation. Otherwise, the Participation Norms as drafted in this policy will apply to the SGC of the school.

Membership

School Governance Councils shall be comprised of no more than 12 members. Parents or legal guardians shall comprise 50% of the membership of each Council. The remaining members may be selected from among the following stakeholders:

1. Students (9-12)
2. Teachers
3. Support Staff
4. Religious & Faith-Based Institutions
5. Community Organizations
6. Higher Education Partners
7. Business Partners
8. Lead Agency
9. Design Partner Organization

All members are equal partners in decision-making and all decisions are made by consensus or a two-thirds majority vote where consensus is not achieved and a vote may be required.

Requirements

All members shall be required to participate in initial and annual training sessions provided by the District and to remain in good standing in the groups they represent during the term of their service on the Council, e.g. teacher representatives must be teachers in active service at the school and parent representatives must be parents of children currently attending the school. School Governance Councils shall meet at least six times per year. Absence from two consecutive meetings will result in forfeiture of Council membership.

Selection and Term of Members

Members of the Councils shall be selected as follows:

- Parents or legal guardians representatives shall be selected from parents or legal guardians of children enrolled in the school. The process for parent selection shall be developed by the principal in collaboration with the school's Parent-Teacher Organization or comparable parent organization.
- At least one student representative shall be selected by the Student Council (Secondary Schools).
- School personnel shall be selected by the principal among individuals who volunteer to serve on the Council
- Members representing an organization external to the school shall be appointed by the partner organization

All members shall be designated annually and may serve up to two terms corresponding to two consecutive years. The year of each term shall be from July through June. Vacancies that occur throughout the year will be filled by the Council.

Roles and Responsibilities

A. Parent Co-Chairperson

A Parent Co-Chair of each School Governance Council shall be elected annually by the members. The Co-Chairs shall set meeting agendas, preside over meetings of the Council, attend bi-annual district-wide meetings of SGC Co-Chairs with the Superintendent and an annual meeting of SGC Co-Chairs with the Board of Education.

B. Principal or School Director

The principal is the chief executive officer of the school and accountable for school quality and student achievement. The principal shall be responsible for forming, developing and maintaining a School Governance Council at the inception of the school's autonomous status. The principal shall:

1. serve as the Council Co-Chair
2. make recommendations to the Council and implement Council decisions
3. be a non-voting member of the Council
4. make tie-breaking decisions in cases where the Council cannot agree or fails to act on items 1, 2, or 6 of section C of Roles and Responsibilities

In the exceptional case where the principal is in disagreement with two-thirds of the Council regarding items 1, 2, or 6 below, the Assistant Superintendent of Elementary or Secondary Education respectively shall review both recommendations and make a final determination.

C. Council Members

The Council collectively, shall establish a process and timeline for the following functions:

1. Analysis of student achievement data and school needs relative to the development and approval of the school's Accountability Plan.
2. Development and approval of the school's annual resource allocation plan (budget) in support of the school's improvement goals.
3. In the event of a vacancy in the Principalship or School Director's position, the Council shall recommend to the Superintendent of Schools a successor from among a slate of qualified candidates provided by the District.
4. Advice and assistance to the principal regarding programmatic and operational changes which foster the school's improvement goals consistent with state statute, Board policy and contracts made by the Board. This may include major program changes, adjustment of the school's focus, hours and days of operation and the school's enrollment goals.

5. Promotion of the school as a parental choice relative to its enrollment goals.
6. Ongoing development and approval of a School Compact for parents or legal guardians and students outlining the criteria and responsibilities for enrollment and school membership consistent with the school's goals and academic focus.
7. Advice and assistance to the principal on matters of importance to parents or legal guardians. Such advice shall be informed by an annual survey of parent satisfaction with aspects of school quality and student achievement and annual parent forums. Such forums shall be conducted by the principal and parent representatives

Reporting and Oversight

Each School Governance Council shall report annually to the school's stakeholders on their progress in meeting the goals of the school's Accountability Plan.

The Board of Education shall conduct an annual forum with School Governance Council Co-Chairs to assess the implementation of this policy.

The Superintendent will report annually to the Board on the effectiveness of School Governance Councils as an element of the Board's strategy to close the achievement gap for Hartford students and recommend revision of the policy as warranted. This policy will be reviewed by the Board of Education annually to make any changes deemed necessary and will expire at the end of the 2011-2012 school year.

Policy adopted: May 19, 2009

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Community Relations

Gifts to School Personnel

The Board shall not prohibit the giving of gifts to teachers at Christmas or other times of the year. However, students shall be discouraged from giving presents to teachers. If a student does present a personal gift to a teacher, there should be no group display of it. If the teacher's attention is called to a desire of students to exchange gifts among themselves, a modest limit shall be set.

All employees of the Hartford public schools are subject to the City of Hartford's Code of Ethics, as it may be amended from time to time.

Gifts between Students and Teachers

Gifts between students and teachers shall be discouraged.

(cf. 3230-Gifts, Grants and Bequests)

(cf. 9270-Conflict of Interest)

Legal Reference: Municipal Code, Chapter 2, Section 2-206
Connecticut General Statutes
7-479 Conflicts of interest.

Policy adopted: November 4, 1998
SCHOOLS

HARTFORD PUBLIC

Policy updated: October 5, 2004

Hartford, Connecticut

Students

Access to Student Records and Confidentiality

The board of education will comply with the state and federal laws and regulations regarding confidentiality, access to, and amendment of student records. The superintendent, or his/her designee, shall be responsible for developing regulations and procedures in furtherance of this policy that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

First Amendment Rights

The Board of Education recognizes that students have the right to express themselves verbally, in writing, and by posting of materials in the schools. Such expressions shall be done in a judicious manner and shall be subject to review by the appropriate authority to determine that the content and the form are not obscene, libelous, vulgar or substantially disruptive to the educational process.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

ARRTS

Character Education is supported through Kinsella's ARRTS program which is a version of Positive Behavior Support (PBS). PBS is a school wide system that encourages students to exhibit expected behaviors in the school setting. The expectations we work on at Kinsella are Attitude, Respect, Responsibility, Trustworthiness and Safety or ARRTS. Students are provided explicit instruction on what these expectations look like in various school settings. They are also able to earn ARRTS cards for appropriate behavior which can be traded for small prize items.

A: A positive attitude

R: Respect for all students, staff and school

R: Responsibility to complete all tasks as assigned

T: Trustworthiness to make good, solid informed decisions

S: Safety for themselves, each other and their school

Behavioral Expectations

R.J. Kinsella Magnet School of Performing Arts discipline policy and student expected behavior mirror Hartford Board of Education policies. It is expected that **ALL** students respect each other, their race, culture, family, religions and school. Any students who do not conduct themselves according to these school policies and expectations demonstrate that they wish **NOT** to return to KMSPA the following year.

Bullying Behavior in School (As a Delineated Hartford Public School Policy)

The Hartford Board of Education promotes a safe and secure school climate conducive to teaching and learning. In accordance with state law, it is the policy of the Hartford Board of Education that any form of bullying behavior, whether in the classroom, on school property, traveling to or from school, or at school-sponsored events, is prohibited. Such behavior is disruptive of the educational process and, therefore, not acceptable behavior in this district.

Definitions:

Bullying shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

Bullying could include such behaviors as physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, actions, cruel rumors; false accusations; and social isolation.

School-sponsored activity means any activity that the Board of Education sponsors, recognizes or authorizes on or off school property, including travel between home and school.

Students who engage in bullying behavior shall be subject to school discipline that may include expulsion in accordance with the Board's policy on student discipline.

This policy applies to staff as well, and personnel policies and practices will guide any disciplinary action against an employee.

To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. As provided by statute, these regulations will:

1. Enable students to anonymously report acts of bullying to teachers and school administrators and require that students be notified annually of the process by which they may make such anonymous reports;
2. enable the parents or guardians to file written reports of suspected bullying;
3. require teachers and other school staff who witness acts of bullying or receive student written reports of bullying to notify school administrators in writing;
4. require school administrators to investigate any written reports and to review any anonymous reports, provided that no disciplinary action shall be taken solely on the basis of an anonymous report;
5. include a prevention and intervention strategy for school staff to deal with bullying;
6. provide for the inclusion of language in student codes of conduct, including student and parent handbooks and school compacts concerning bullying;
7. require each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were targeted and invite parents or guardians to attend at least one meeting [separately];
8. require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection;
9. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.

The notification required pursuant to subdivision [7] shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Board Oversight:

The administration will report to the BOE annually on the number of investigations and verified acts of bullying in our schools.

Reference: Connecticut State Statutes:
10-220a
10-222d, 10-222g, 10-222h
10-233a through 10-233f
Public Act No. 08-160

HARTFORD PUBLIC SCHOOLS

Policy updated: November 1, 2005

Hartford, Connecticut

Policy revised: June 17, 2008

Policy revised: May 19, 2009

Weapons and Dangerous Instruments
(As a Delineated Hartford Public School Policy)

Except as hereinafter noted, no weapons or dangerous instruments shall be permitted on any school premises, in, about or on school buses, nor at any school-sponsored activity, on or off school premises, except that police officers may carry weapons in performance of their duty. Further, weapons or dangerous instruments may be brought to school by persons licensed to carry such only when authorized by the principal when it pertains to an educational activity scheduled by the administration. In these instances the weapons must be cased, and the Superintendent's office must be informed prior to the event.

Legal Reference: Connecticut General Statutes
Sec. 53-206 Carrying and sale of dangerous weapons
Sec. 29-38 Weapons in vehicles
Penal Code 553a-3
P.A. 88-237 Sale, Carrying and brandishing of facsimile firearms

Policy adopted: September 14, 1999

HARTFORD PUBLIC SCHOOLS

Policy updated: November 1, 2005

Hartford, Connecticut

Student Discipline
Suspension/Expulsion; Due Process (synopsis)
(As a Delineated Hartford Public School Policy)

Students whose conduct at school or during a school sponsored activity violates the Uniform Code of Discipline or whose conduct out of school is significantly disruptive of the school environment are subject to discipline by the school in a variety of ways, including removal from the classroom, inside suspension, outside suspension and expulsion.

Students who are suspended – meaning removal from school for up to ten days – are entitled to an informal meeting with the school administrator as an opportunity to provide information about the incident and have input into the suspension decision. Parents and guardians will be provided immediate oral and written notice of suspensions.

Students who commit more serious offenses may also be recommended for expulsion from school for up to 180 school days. In such cases, a formal hearing before an impartial hearing panel will be conducted. The impartial hearing panel will determine whether the student will be expelled and if so, the duration of the expulsion. In some cases, an alternative educational program will be provided for students who have been expelled.

**See Hartford Public Schools Policy No 5131 for complete information.
Sexual Harassment
(As a Delineated Hartford Public School Policy)**

Sexual harassment will not be tolerated among students of the school district. It is the policy of the board of education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.

Definition

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

Procedure

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation which occur as a result of the good faith reporting of charges of sexual harassment will result in disciplinary action against the retaliator.

The school district will provide staff development for district administrators and will periodically distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.
Title IX of the Education Amendments of 1972, 34 CFR Section 106.
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited.
Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

PTO Volunteer Opportunities

All families are encouraged and expected to be active members of the Parent/Teacher Organization. There are many opportunities for you to be involved. There are Executive Officer positions available (President, Vice-President and Treasurer) as well as opportunities to volunteer for various events (School-Wide Halloween Party, Concerts, Mega-Education Events.) You can also volunteer within your child's classroom (Read a story, share a hobby, chaperone a field trip, etc...) For further information, please see the Family Resource Aid or your child's teacher.

PTO Meetings

PTO meetings are held twice monthly; once during the day and once in the evening. It is expected that all parents actively participate and attend PTO meetings. This is an opportunity to learn about what is happening in the school as well demonstrate to your child how important it is to be involved in their school.

Photo and Media Release Form

I, _____, parent or guardian of _____
(CIRCLE ONE) PARENT OR GUARDIAN NAME CHILD'S NAME

do hereby certify, acknowledge, authorize and give consent to **Richard J. Kinsella Magnet School of Performing Arts** and the Regional School Choice Office to use my child's photographic image, video image, student work, audio recording or multimedia presentation, at its discretion, in recruitment and marketing materials, and to publish it on the **Richard J. Kinsella Magnet School of Performing Arts** Regional School Choice Office Web site for purposes of recruitment and marketing.

I have been assured, and it is my understanding, that my child's photographic image, video image, student work, audio recording, or multimedia presentation shall be used for and/or to promote **Richard J. Kinsella Magnet School of Performing Arts**, Regional School Choice educational and informational purposes *only* and shall not be used for any commercial purposes whatsoever.

I do hereby agree to hold harmless the State of Connecticut in connection with any and all claims regarding my child's photographic image, video image, student work, audio recording or multimedia presentation, including legal fees and other costs incurred.

I do hereby waive any claim for compensation for the use of my child's photographic image, video image, student work, audio recording or multimedia presentation.

I do hereby agree that this **release** is valid until expressly revoked by me in writing.

Date

School

Town

Child's Name (**please print**)

Name of Parent or Guardian (**please print**)

Signature of Parent or Guardian

**Student Use of The District's Computer Systems
Student, Parent and Teacher Agreement Form**

School: _____

Grade: _____

Homeroom: _____

Student:

I have read the Hartford Public School System's policy and regulation regarding my use of the district's computer systems, and understand my responsibilities and the consequences if I misuse the district's computer systems. I will report any observed or suspected misuse of the district's computer systems to my teacher.

Name: _____

Signature: _____

Date: _____

Parent:

I have read the Hartford Public School System's policy and regulation regarding my child's use of the district's computer systems, and the consequences if my child misuses the district's computer system.

Name: _____

Signature: _____

Date: _____

Teacher:

I have read the Hartford Public School System's policy and regulation regarding student use of the district's computer systems. I will report any observed or suspected misuse of the district's computer systems to my building principal for appropriate action.

Name: _____

Signature: _____

Date: _____

R. J. Kinsella Magnet School of Performing Arts
MAGNET PARENT/STUDENT COMPACT
A Written Agreement to Work Together for Student Success

As an integral part of the R. J. Kinsella Magnet School of Performing Arts learning community, we know that you have sent your child to our school because you want the best possible educational and artistic experience. You have chosen our school because you believe in the Performing Arts theme and value the experiences that the theme provides for your child's social, emotional, artistic and intellectual growth. In order to maintain a rigorous academic environment, we feel it's imperative that we share the same high expectations. Therefore, we have developed a set of guidelines that align with our school beliefs and culture.

➤ **Student Expectations:**

Your child must complete all homework assignments, attend Performing Arts practices and exhibit an academic performance that exemplifies their personal best. Students must maintain a C average or satisfactory grade in all subject areas including Performing Arts.

Your child must comply with the school dress code and be in **uniform every day**. Students must dress as required for dance with appropriate shoes.

Your child **MUST** follow the school rules and conduct himself/herself in an appropriate manner. No fighting, bullying, threats or harassment will be tolerated. These rules are clearly outlined in the district's discipline policy.

It's expected that your child will focus on at least one area of the Arts. He/she will commit to be a representative at all scheduled day and evening performances.

➤ **Parent Expectations:**

Your child must arrive on time and be present daily maintaining at least a **95% attendance** rate. Following an absence, parents must provide a note upon the student's return to school.

Any unauthorized "**VACATIONS**" are unacceptable and will be charged as unexcused and could endanger your child attending our school.

If your child is performing below grade level, he/she must take part in an additional tutoring, or any other school based initiative offered to improve academic performance.

Parents are expected to commit to participating in at least one school function per year and attending all Parent/Teacher Conference.

Parents are expected to read the KMSPA Parent Handbook.

Dismissal is Monday-Thursday at 3:15, Friday at 2:15. If you are picking up your child, and you are "running late", your child will be brought to the main office. There will be a \$5.00 per every 5 minutes late fee. If you are 15 minutes late, you will be charged \$15.00, etc...

➤ **Staff Expectations:**

Communicate high expectations and encourage students to learn. Also, provide strategies and tools to help all students meet personal success.

Participate in professional development opportunities that improve teaching and learning integrating the Performing Arts and support partnerships within the community.

Enforce rules equitably and involve students in creating a safe caring environment conducive to artistic experimentation and growth.

Maintain timely and positive communication with families about their child's progress in school. Provide assistance to families to help support their child's learning.

Respect the staff, student and family diversity that makes R. J. Kinsella School of Performing Arts a unique, enriching, learning environment.

As a staff, we will commit to providing a safe and orderly learning environment where all children are educated with rigorous instruction and high expectation for achievement. We are looking forward to building a relationship with you that has its foundation based on your child's academic, artistic, social and emotional success. With strong commitments from parents, students and school, we will have a highly motivated and very successful learning community.

Failure to comply with our compact will be an indication to us that you are not committed to our magnet school educational expectations. **This might lead to removal from our school.** Signature indicates that you agree with the guidelines and will do your best to comply with our expectations.

Student Name _____ **Student Signature** _____

Parent Name _____ **Teacher** _____

Principal Signature _____ **Date** _____